

Job Title: Town Accountant	Hours per week: 40	FLSA Status: Exempt
Reports to: Town Administrator	Department: Accounting	Grade: 8
Created date:	Revised date:	Approved date: xx/xx/2008
Created by:	Revised by:	Approved by:

TOWN OF STERLING
TOWN ACCOUNTANT

Statement of Duties

Administrative, supervisory and technical work in monitoring, directing and auditing the municipal accounting system; performs various accounting functions including accounts receivable, accounts payable, financial statements, budget administration, reconciliations, payroll, audits and other related Town accounting services. Administers all internal and external financial reporting requirements; all other related work as required.

Supervision

Works under the administrative direction of the Town Administrator with duties and responsibilities defined by the Massachusetts General Laws and local bylaws, incorporating the Generally Accepted Accounting Principles and the Uniform Municipal Accounting System. Functions independently, referring specific problems to State Department of Revenue and Audit Compliance where clarification or interpretation of town policy or procedures is required.

Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results.

Job Environment

Work is performed under typical office conditions; attends evening meetings as needed.

May be required to work outside of normal business hours including weekends during cyclical periods.

Operates computer and general office equipment, such as calculator, copier, and facsimile machine.

Work requires occasional contact with the general public, regular contact with all town departments, state, federal and private organizations, requiring administrative and technical knowledge and ability.

Has access to all town-wide confidential information, such as bid proposals, personnel records, loan documents, contract information and union contracts.

Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal ramifications.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Advises the Board of Selectmen, Town Administrator, Finance Committee, department heads, and other committee members, on financial and operational matters.

Represents the town at state and federal levels on accounting issues.

Keeps abreast of changes in Federal and State Laws relating to Town finances

Responsible for the development and implementation of the town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls.

Prepares all accounts payable warrants for submission to the Treasurer for payment and may refuse payment approval if such payments are deemed fraudulent, excessive or unlawful as prescribed by Massachusetts General Laws.

In conformity with state law as set forth by the Director of Accounts, maintains a complete set of financial books of the Town, showing appropriation amounts and purpose of expenditures; receipts from all sources; debts, amount of assessments levied and abatements made.

Manages general ledger activity for all town funds including the General Operating Fund, Enterprise Funds, and Agency Funds.

Manages and updates listing of Town's Fixed Assets.

Monitors revenue and expenditures of all State, Federal, individual and private corporation Grants and donations.

Monitors revenue and expenditures for all town meeting authorized Revolving Funds, as prescribed by Massachusetts General Law Chapter 44 Section 53E1/2.

Maintains file of all original contracts entered into by the Town.

Responsible for the development and preparation of year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the Department of Revenue for certification of free cash; prepares and submits annually to the Department of Revenue, Schedule A, detailing all town financial activity for the fiscal year.

Acts as integral member of Financial Team by verifying accuracy of budgets, providing financial analysis and makes recommendations to the Town Administrator relative to the financial condition of the town.

Ensures submission of monthly reports to Board of Selectmen, Town Administrator and departments detailing all financial activity; reviews Treasurer's receipts, reconciles to Treasurer's cash, reconciles all accounts receivables with various department heads as to outstanding balances.

Coordinates annual financial audits.

Attends Annual and Special Town Meetings. When necessary, attends meetings of the Board of Selectmen; Finance Committee or other boards and committees to discuss financial matters and offers advice regarding numerous financial matters for the town.

May maintain personnel records (wages, salaries step and grades, attendance).

May serve as benefit administrator for the town's Active and retired employees for health and life insurance benefits.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in accounting or business administration or related field; five years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and of applicable provision of the Massachusetts General Laws. Working knowledge of computer applications for accounting and financial management.

Ability: Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to establish and maintain cooperative relationships with town officials and governmental representatives. Ability to determine work priorities and to meet established schedules and deadlines.

Skill: Skill in working with numbers and detail. Excellent analytical and communication skills. Computer skills including proficiency with intermediate spreadsheet analysis, database updating, report generation, and internet research.

Physical and Mental Requirements

Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle or feel objects tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Occasionally may be required to lift objects up to 30 pounds. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.